

OFFICE OF LABORATORY POLICY

MISSION

The Office of Laboratory Policy supports the Department and the Office of Science (SC) in fulfilling its stewardship responsibilities for the overall well-being and management of the DOE laboratories, both as individual institutions and as a collective science and technology resource for carrying out departmental programs and meeting national research needs. Stewardship responsibilities include policy development, planning processes, reimbursable programs, contract management, cost of doing business, performance assessment. The Office plays a critical role in assessing and maintaining the overall strength and vitality of the DOE laboratories, ensuring institutional issues are addressed and fostering resolution of system-wide issues and concerns, such as the role of the laboratories and policies governing their use.

FUNCTIONS

1. Advises the Director of the Office of Science on policy matters relating to the management and well-being of the national laboratories.
2. Supports the Director of the Office of Science and the Deputy Secretary in regular meetings with Laboratory Directors and Operations Office Managers, and with the Laboratory Operations Board and Contract Executive Review Board. These forums are used for examining and resolving crosscutting issues relating to science policy, research budgets, cost-effective operations of the laboratories, contracts and barriers to and improvements in the efficient management of the laboratories.
3. Supports the Director of the Office of Science in interactions with the National Science and Technology Council, the DOE R&D Council, university vice presidents for research, and university and contractor associations. Support includes developing issue papers, speeches, talking points, serving on subpanels, and representing the Director when appropriate.
4. Manages the departmental multiprogram and program-dedicated laboratories' institutional planning process, including preparation of the annual laboratory policy and institutional planning guidance and instructions. Integrates institutional planning with the departmental strategic planning process and recommends approval of the institutional plans to the Director of the Office of Science.
5. Chairs the activities of the Institutional Planning Working Group which assists in the development and annual self-assessment of the departmental institutional planning process.
6. Manages the On-Site Review for the the Office of Science multiprogram and program-dedicated laboratories.

7. Leads the development of an SC long-range plan for the SC multiprogram labs based on coordination and integration of laboratory institutional plans and program plans.
8. Provides information about the DOE laboratories; produces reports which describe the laboratories, their management and trends, individually, and as a system, and develops and maintains briefing materials.
9. Advises the Director of the Office of Science on procurement issues related to the extension or competition of the management and operating contracts for the national laboratories. Analyzes the technical performance and business management appraisals prior to making a recommendation.
10. Serves on intra-agency working groups to develop strategies for enhancing laboratory performance and implementing contract reform provisions where contract extensions are recommended and in developing competitive strategies where competition is required.
11. Develops and coordinates implementation of the overall appraisal policy for the SC laboratories incorporating the new performance-based management contracting principles.
12. Manages performance by establishing expectations for the Operations Offices and laboratories in program areas for which the Office has cognizance, working with the field and the Office of Science programs in the development of associated performance objectives and measures, and participating in consolidated reviews of Operations Offices and laboratories.
13. Develops and coordinates departmental and SC Work-for-Others (WFO) policies and procedures; represents the Office of Science on departmental review committees and interdepartmental task forces on program policies and procedures, and serves as liaison with departmental elements. Establishes and implements procedures for oversight and reporting of WFO activities.
14. Develops and coordinates the Department's overall Laboratory Directed Research and Development (LDRD) policy for the DOE multiprogram laboratories. Develops SC implementation guidelines and performs programmatic oversight of the LDRD programs at the SC laboratories.
15. Maintains information and performs trend analysis of functional and other measures of the cost of doing business at SC's multiprogram laboratories. Provides summary information to SC management and program offices.
16. Performs as SC lead for laboratory human resource activities pertaining to salary actions/approvals, downsizing efforts, and contractor work force information systems.

17. Supports the Director of the Office of Science in promoting diversity programs at the laboratories.

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